

**Town of Londonderry, Vermont**  
**Selectboard**  
**Regular Meeting Minutes**  
**Monday, March 4, 2019**  
**Twitchell Building - 100 Old School Street, South Londonderry, VT**

**Board Members Present:** James Ameden, Georgianne Mora, Thomas Cavanagh, Robert Forbes, and Taylor Prouty.

**Board Members Absent:** None.

**Others in Attendance:** Town Officials – Town Administrator Shane O’Keefe, Treasurer Tina Labeau, Town Clerk Kelly Pajala, and Highway Foreman Matt Rawson. Members of the Public – Kelly Capon, Dick Dale and Bruce Frauman (GNAT).

**1. Call meeting to order**

Selectboard Chair **Jim Ameden** called the meeting to order at 7:00 PM.

**2. Additions or deletions to the agenda**

Shane O’Keefe noted that an application for a second class liquor license was received that day from O’Connor’s Corner Store, and recommended adding it to the agenda as item 11.e.

*Taylor Prouty moved to accept the recommended change to the agenda, seconded by Tom Cavanagh, passed unanimously.*

**3. Minutes**

*George Mora moved to approve the minutes of the meeting of February 18, 2019, seconded by Taylor Prouty, passed unanimously.*

**4. Selectboard pay orders**

Pay orders were reviewed and signed by the Board members.

**5. Announcements/Correspondence**

**a. Final reminder about Annual Town Meeting**

Jim Ameden reminded everyone that the annual Town Meeting is scheduled for the next day, Tuesday, March 5th at 9:30 AM at the Town Hall. Shane O’Keefe noted that the polls would be open for the School vote from 7:00 AM to 7:00 PM.

**6. Visitors and Concerned Citizens**

None.

## 7. Town Officials Business

### a. Town Administrator – TOPP Phase I procurement

O’Keefe distributed a proposed contract with Marble Valley Engineering, P.C. for procurement assistance with the Phase I of the Town Office Planning Project (TOPP), which addresses site drainage and basement moisture concerns, and also distributed a proposed Invitation to Bid for the site work. He stated that he hopes to put this project out to bid right away in order to have the project finished this building season, and once the construction is underway to move into Phase II, which is to hire an architect to conduct a facility programming and design with a goal of having a project for consideration at the 2020 Town Meeting. The engineering assistance contract was limited to a maximum of \$1,300, as the Town would handle advertising and similar procurement tasks to keep costs down.

Due to the lack of project complexity and relatively low project cost, and on the advice of the project engineer, he recommended to eliminate the need for bid and performance bonds in order to keep down project costs.

*Bob Forbes moved to authorize the consultant contract with Marble Valley Engineering, P.C, and authorize the Town Administrator to execute the agreement, George Mora seconded, passed unanimously.*

*Bob Forbes moved to authorize issuance of the Invitation to Bid for the TOPP Phase I without bond requirements, George Mora seconded, passed unanimously.*

## 8. Transfer Station

Regarding the electrical upgrades project, O’Keefe mentioned that after matters brought up at the pre-bid meeting were further explored it was determined that several work items in the Request for Proposals were not necessary at this time, and it was decided by staff not to go forward with the solicitation at this time. Contractors were contacted ahead of time so that they did not have to go through the motions to assemble and submit bids.

Work necessary to address immediate safety, load and convenience needs are believed to be able to be handled with existing Transfer Station funds. There are no plans for a second compactor at this time, and additional work to address that need can be handled at a later date.

## 9. Roads and Bridges

### a. Department updates

Mathew Rawson noted the following usage for the month of February 2019:

Salt – 333 ton	Vehicle Fuel – 1,687.7 gallons
Sand – 796 yards	Building Fuel – 800 gallons

Following up the farmers market access permit on Derry Hill Road that was approved by the Board on 2/4/2019 (Permit #2019-02), Rawson mentioned that a culvert is needed. The application document should be updated with the specifics of the access requirements, which will be provided to O’Keefe by Rawson.

**b. Review and adopt Traffic & Parking Ordinance**

The Board reviewed a second draft of a town-wide Traffic and Parking Ordinance prepared by O'Keefe, with review by Town Attorney Bob Fisher, that included changes from the previous meeting as well as some new language developed with the Town Attorney. Because of the inclusion of parking regulations that supersede the previously-approved parking ordinance, it was recommended that the Ordinance be renamed Traffic and Parking Ordinance.

Regarding the list of stop signs added since the previous draft, Mora noted that a sign is located on Haven Hill Road at the entrance to Springhill Road that needs to be added. It was also mentioned that signs at both ends of Livermore Mills Road should be listed.

It was agreed that the Board can wait one more meeting to adopt the ordinance, and in the meantime the Highway Department will keep an eye out for stop sign locations and Rawson will report them to O'Keefe for inclusion in the ordinance for the next meeting. O'Keefe will distribute an updated list of stop sign locations.

There was discussion about whether each stop sign location needed to be listed or if a blanket authority to post as needed was possible. The conclusion was that they should be individually specified.

Kelly Capen recommended that the Board consider a 40 miles per hour speed limit be instituted on Thompsonburg Road east of Rowes Road instead of the 45 mph limit being proposed. There was a lengthy decision on this request, and several of those present mentioned that this stretch of road is a special situation with unique characteristics where the standard guidelines for setting speed limits may not strictly apply and that local knowledge of conditions should reasonably support a lower speed limit. Dick Dale mentioned that the Traffic Safety Committee recommended 40 mph.

*George Mora moved to revise draft ordinance so that the speed limit on Thompsonburg Road from Rowes Road and Route 11 is 40 miles per hour rather than 45, Taylor Prouty seconded, passed unanimously.*

O'Keefe will make the requested changes to the proposed ordinance for consideration by the Board at the next regular meeting.

**c. Approve excess vehicle weight permits**

*Taylor Prouty moved to approve the excess weight permits (fleet) for David Calves Excavating, Inc. and Record Concrete, Inc., Tom Cavanagh seconded, passed unanimously.*

**10. Old Business**

**a. Town Office generator**

O'Keefe noted that he has been informed that the new generator has break-in lubricants that need to be changed out after 25 hours of usage, and he was quoted a \$200 cost. After discussion about usage it was agreed that this work should be done in this fiscal year and the regular preventive maintenance would take place in the late fall.

**b. Town Administrator – Computer data recovery**

O’Keefe noted that the hard drive recovery for his office laptop computer was estimated at \$1,546 but that he was able to negotiate the cost down to \$899, so he proceeded with the work order.

**11. New Business**

**a. Appoint Board member to bid on tax sale properties – March 7, 2019**

O’Keefe noted that one of the two properties scheduled for tax sale has been paid off, so only one property is scheduled at this time.

*Jim Ameden moved to appoint Bob Forbes to represent the Selectboard at the tax sale, Taylor Prouty seconded, passed unanimously.*

**b. Town Meeting preparation**

Dick Dale mentioned that there is a need for write-in candidate for the Taconic and Green Board and he mentioned the name of one candidate.

Article 3 – Lebeau mentioned the Library Trustee position would need to be removed as the position was voted on last year.

Article 10 – Regarding funding for the State Police contract, Jim Ameden will recommended that the \$40,000 amount listed be reduced to \$15,000.

Article 12 – O’Keefe will speak to the Town Buildings Reserve Fund request being good fiscal policy and will provide an update on the Town Office Planning Project, and Dick Dale stated that Planning Commissioners could answer questions as well.

Article 13 – Kelly Pajala stated that Parks Committee members will be in attendance.

Article 14 – Tina Labeau will address General Fund matters.

Article 16 – Labeau confirmed that paperwork from the social service organizations is available.

Coffee and donuts will be available, as will bag lunches.

**c. 2<sup>nd</sup> Class Liquor License – Jelley Enterprises, Inc., DBA Jelley’s Auto Care Center**

**d. 2<sup>nd</sup> Class Liquor License – Ludlow Supermarket, Inc., DBA Clark’s Quality Foods**

**e. 2<sup>nd</sup> Class Liquor License – O’Connor’s Corner Store**

*Bob Forbes moved to approve the three second class liquor licenses presented to the Board, George Mora seconded, passed unanimously.*

O’Keefe mentioned the availability of several training opportunities for Board and staff members.

Labeau distributed a “get well” card for the Board members to sign.

**12. Adjourn**

*Bob Forbes moved to adjourn the meeting, seconded by Taylor Prouty, passed unanimously.*

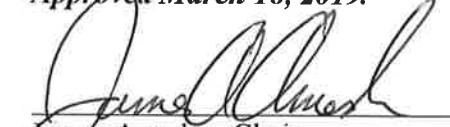
The meeting adjourned at 7:56 PM.

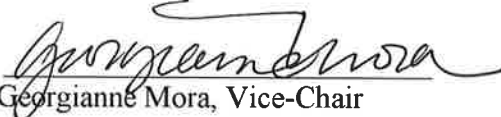
The next regular meeting of the Selectboard is scheduled for March 18, 2019 at 7:00 PM.

Respectfully Submitted,

Shane P. O'Keefe  
Town Administrator

*Approved March 18, 2019.*

  
James Ameden, Chair

  
Georgianne Mora, Vice-Chair

  
Thomas Cavanagh

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Robert Forbes

  
Taylor Prouty